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The Google Google-Workspace-Administrator examination is known as the Google Cloud Certified - Professional Google Workspace Administrator. It is a comprehensive exam that requires candidates to demonstrate their understanding of the Google Workspace administration, including advanced topics such as integrating Google Workspace with other tools and services, managing security and compliance, and managing users and groups. Google-Workspace-Administrator Exam is designed to be challenging to ensure that only the most competent and knowledgeable individuals earn the certification.

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## Google Cloud Certified - Professional Google Workspace Administrator Sample Questions (Q12-Q17):

### NEW QUESTION # 12

You received this email from the head of marketing:

Hello Workspace Admin:

Next week, a new consultant will be starting on the "massive marketing mailing" project. We want to ensure that they can view contact details of the rest of the marketing team, but they should not have access to view contact details of anyone else here at our company. Is this something that you can help with?

What are two of the steps you need to perform to fulfill this request?

Choose 2 answers

- A. Create the consultant inside under the marketing OU.
- **B. Create an isolated OU for the consultants who need the restricted contacts access.**
- C. Ensure that you are assigned the Administrator Privilege of Services > Services settings, and ensure that Services > Contacts > Contacts Settings Message is set.
- D. Apply the role of owner to the consultant in the group settings.
- **E. Create a group that includes the contacts that the consultant is allowed to view.**

**Answer: B,E**

Explanation:

To fulfill the request from the head of marketing, you need to:

- \* Create an isolated Organizational Unit (OU) for the consultants who need restricted contact access. This helps in managing and applying specific policies to the consultants without affecting other users.
- \* Create a group that includes the contacts the consultant is allowed to view. This group will contain the marketing team members' contact details, ensuring that the consultant has access only to these specific contacts.

References:

- \* Google Workspace Admin Help - Manage user access to contacts
- \* Google Workspace Admin Help - Create and manage groups

### NEW QUESTION # 13

The compliance team at your organization is conducting a legal investigation into some concerning sales activities of an employee eight months ago. The compliance team contacted you for assistance on the situation. You set up the default Google Vault retention rules so all data is retained only for one year. You must assist the compliance team with the investigation. What should you do?

- **A. Assign the compliance team a Google Vault administrator role and create a legal hold for the employee.**
- B. Assign the compliance team a Google Vault administrator role and change the default retention rules to three years.
- C. Suspend the employee and export all data by using Google Takeout.
- D. Do nothing. The retention period has already ended and the evidence has already been purged.

**Answer: A**

### NEW QUESTION # 14

Your organization is part of a highly regulated industry with a very high turnover. In order to recycle licenses for new employees and comply with data retention regulations, it has been determined that certain Google Workspace data should be stored in a separate backup environment.

How should you store data for this situation?

- **A. Use a third-party tool to configure secure backup of Google Workspace data.**
- B. Write a script and use Google Workspace APIs to access and download user data.
- C. Train users to use Google Takeout and store their archives locally.
- D. Use routing rules to dual-deliver mail to an on-premises SMTP server and Google Workspace.

**Answer: A**

Explanation:

<https://cloud.google.com/solutions/partners/backing-up-g-suite-data-with-spinbackup>

### NEW QUESTION # 15

Your client is a multinational company with a single email domain. The client has compliance requirements and policies that vary by country. You need to configure the environment so that each country has their own administrator and no administrator can manage another country.

What should you do?

- **A. Create an OU for each country. Create an admin role and assign an admin with that role per OU.**
- B. Establish a new Google Workspace tenant with their own admin for each region.
- C. Create a Team Drive per OU, and allow only country-specific administration of each folder.
- D. Create Admin Alerts, and use the Security Center to audit whether admins manage countries other than their own.

**Answer: A**

Explanation:

Create Organizational Units (OUs):

In the Google Workspace Admin console, go to "Directory" > "Organizational units".

Create separate OUs for each country.

Assign Admin Roles:

Go to "Admin roles" in the Admin console.

Create custom admin roles with permissions restricted to managing users, groups, and settings within their specific OU.

Ensure that the role does not grant permissions to manage other OUs.

Assign Country-Specific Admins:

Assign the newly created admin roles to the appropriate administrators, ensuring they have control only over their respective country's OU.

Reference

Google Workspace Admin Help: Create and manage organizational units

Google Workspace Admin Help: Admin roles

### NEW QUESTION # 16

Your CISO is concerned about third party applications becoming compromised and exposing Google Workspace data you have made available to them. How could you provide granular insight into what data third party applications are accessing?

What should you do?

- A. Create a report using the Calendar Audit Activity logs.
- B. Create a reporting using the API Permissions logs for Installed Apps.
- **C. Create a report using the OAuth Token Audit Activity logs.**
- D. Create a report using the Drive Audit Activity logs.

**Answer: C**

Explanation:

<https://support.google.com/a/answer/6124308?hl=en>

### NEW QUESTION # 17

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